

CHAPTER 149. CONDUCT INITIAL CERTIFICATION OF A TRAINING CENTER

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES: 1240, 1242, 1243, and 1260.

2. OBJECTIVE. The objective of this task is to determine whether an applicant for certification of a training center under the provisions of Title 14 of the Code of Federal Regulations (14 CFR) part 142 meets the requirements for issuance of a training center certificate. Successful completion of this task results in the issuance, renewal (foreign training center only), or denial of a training center certificate and Training Specifications.

3. GENERAL. Before beginning the certification process, inspectors should review:

A. Air Transportation Handbook Bulletin (HBAT) 97-06, Use of the Gate System during the Initial Certification of Part 121 Air Carriers;

B. Definitions in Order 8700.1, General Aviation Operations Inspectors Handbook, volume 2, chapter 148, Introduction to Part 142 Related Tasks;

C. Advisory circulars (AC) 120-40, Airplane Simulator Qualification, AC 120-45, Airplane Flight Training Device Qualification, and AC 120-63, Helicopter Simulator Qualification;

D. FAA Order 8710.3, Pilot Examiner's Handbook;

E. Operation Specification Subsystem (OPSS) User's Manual and OPSS Web Site (www.opspecs.com); and

F. Vital Information Subsystem Manual, chapter 8.

G. Flow charts in Figure 149-1.

4. CERTIFICATION PROCESS FOR TRAINING CENTERS.

A. *General.*

(1) Certification of a training center follows a five-phase general process for approval or acceptance, as shown in Figure 149-1 and described in FAA

Order 8400.10, volume 2. The five phases are integrated with the gate concept that is described in HBAT 97-06, which will be incorporated into FAA Order 8400.10, volume 2, chapter 1, section 1, paragraph 3. Each phase is described separately below.

(2) The FAA instituted the gate concept to ensure that an applicant's programs, systems, and intended methods of compliance are thoroughly reviewed, evaluated, and tested. The gate concept requires that the applicant complete specific items before continuing the process into another phase and evaluation of other specific events. It was designed to ensure continuity between phases of the certification process.

(3) Once completed, the gate process provides reasonable assurance that the applicant's infrastructure (programs, methods, and systems) will result in continued compliance after certification. The basic steps of this process must be followed. Each phase, however, may be adjusted to accommodate existing circumstances.

(4) Figure 149-1 is a flow chart that describes the steps of the certification process and shows gates at appropriate places in the activity flow.

B. *The Five Phase Certification Process.*

(1) Phase One - Pre-application (Gate I applies).

(a) The FAA will arrange a pre-application meeting for persons who intend to apply for a certificate.

(b) Applicants must accomplish the following before applying:

i. Become familiar with 14 CFR part 142 to ensure that the proposed training center meets or will meet all requirements for certification.

ii. Submit the pre-application letter of intent described below and all subsequent written material in the English language.

iii. Submit a pre-application letter of intent which includes at least the following information (Figure 149-2):

1. Business name, mailing address, and telephone number of the applicant.
2. Proposed starting date and schedule of events.
3. Proposed management personnel by name and title.
4. Proposed training courses.
5. Flight training equipment.
6. Proposed location of all of the following:
 7. Training centers.
 8. Satellite training centers.
 9. Remote training sites.
 10. Training records.

II. Additional information that provides a better understanding of the proposed.

(c) Gate I requirements.

i. Complete preliminary discussion with the potential applicant. From these discussions, the FAA will make a preliminary determination as to whether the potential applicant is qualified and intends to pursue certification. The FAA normally will not engage in evaluation until after that applicant has reviewed the appropriate regulations and references and considered the following: personnel, facility equipment, aircraft, and paperwork requirements for certification and operations.

ii. The applicant declares its intention to proceed with an application.

iii. The applicant submits pre-application letter of intent.

iv. The certifying Flight Standards district office (FSDO) reviews and accept the pre-application letter of intent.

v. The FSDO will ascertain that the proposed operation is consistent with the regulatory requirements of 14 CFR part 142.

vi. The applicant shall submit a proposed schedule of events to the FSDO. This schedule of events is used as a preliminary planning tool for the applicant and FAA.

(2) Phase Two - Formal Application (Gate II applies).

(a) Applicants must apply by submitting a formal letter of application to the FAA FSDO that has jurisdiction over the area in which the applicant's principal business office is located (Figure 149-3). The letter and attachments must contain the following information:

i. Business name, mailing address, and telephone number.

ii. Formal Schedule of Events.

iii. Updated starting date. (See Other Required Information, below.)

iv. Management qualifications must be stated in explicit terms. A statement will be included acknowledging that the applicant shall notify the FAA within 10 working days of any change made in the management positions.

v. Proposed authorization for evaluators.

vi. A description of the applicant's training facilities, equipment, and qualifications of personnel to be used.

vii. The training program curricula, courseware, procedures, and any other supporting documentation.

viii. Proposed instructor training program curricula, courseware, procedures, and any other supporting documentation.

ix. A description of a recordkeeping system that will identify and document the details of training and the qualifications and certification of students, instructors, and evaluators.

x. If the applicant proposes to provide training for certificate or rating in fewer than the minimum hours prescribed in 14 CFR part 61, a method of demonstrating qualification and ability to provide training must be submitted.

(b) Applicants must submit the application at least 120 days before the beginning of any proposed training unless the FSDO approves a shorter filing period.

(c) The following signatures are required on a completed formal application letter:

i. An application from an individual must be signed by that individual.

ii. An application from a partnership must be signed by all partners or, if applicable laws permit this authority to be delegated to one partner, by the delegated partner.

iii. An application from a corporation must be signed by the corporate secretary, by the president or officer(s) authorized by the corporation, and by any other designated official of the corporation, who should attest to the individual's authority to sign such a document.

iv. An application from a partnership, club, or association must be signed by the president or such other officer or director as authorized by the organization's bylaws and attested to by the secretary.

v. The equivalent of the positions listed in the above subparagraphs as determined by the certificating FAA office for training centers located outside the U.S.

(d) Other required information.

i. The applicant must submit a copy of a purchase contract or adequate lease of flight training equipment, to substantiate that it has exclusive use of all simulation media for periods of time adequate to conduct all training and testing proposed in the training plan.

ii. Before passing the gate to the next phase of certification, the applicant must submit a formal schedule of events that includes the estimate of the date the item, activity, program, aircraft, or facility acquisitions that will be accomplished or ready for inspection. This schedule must be constructed in a logical and sequential manner, and it must provide for a reasonable amount of time between events for the FAA to review and accept or approve each item or event without disrupting the flow of other scheduled events.

(e) Gate II requirements.

i. Submission of a formal schedule of events to the certifying FSDO.

ii. Submission of initial and instructor training curriculums. The FAA recognizes that aircraft, facility arrangements, and some training program elements may not be fully developed at the time of formal application. However, the applicant must annotate the date in the formal schedule when all components of the training programs will be submitted.

iii. If it becomes apparent that the applicant will not be able to prepare an acceptable formal application, the FSDO will advise the applicant

that the FAA is ceasing any further efforts to certificate the applicant.

(3) Phase Three - Document Compliance.

(a) The certificate holding district office (CHDO) will review the documents that the applicant has submitted to ensure compliance with regulatory requirements, policy, and other guidance material. The review will include the following areas:

i. Management Personnel.

1. The training center applicant shall employ sufficient qualified and competent management personnel to perform the duties to which they are assigned.

2. The applicant must provide resumes for proposed management personnel. This must include the individual's name and address, as well as the individual's qualifications and airman certificate number, certificates and ratings, and compliance history. Medical certificate information must also be provided if it is appropriate to the position assigned.

3. A person whose employment or contribution materially to the revocation, suspension, or termination of that certificate within the previous 5 years should not manage, be in control of, or have substantial ownership of a training center.

4. Persons who conduct training or an evaluation of a student must be able to read, write, understand, and fluently speak the English language.

ii. Evaluators. Detailed guidance for appointment of evaluators is in Order 8700.1, volume 2, chapter 152.

iii. Instructors.

1. Must meet the eligibility requirements of 14 CFR § 142.47.

2. Must complete the training prescribed by 14 CFR § 142.53.

3. All individuals that instruct or check under part 121 or 135 must meet the eligibility and qualification requirements of those parts.

iv. Required Documents. Each applicant must present the following documents for review and approval:

1. Copies of the leases, agreements, and contracts, if any, to show compliance with the exclusive use of equipment requirements of 14 CFR § 142.15. If the Training Center Program Manager

(TCPM) determines that it is necessary, he or she may ask the General Counsel's office to review any of these documents to determine if the intent of the exclusive use requirement is met. (PTRS code: 1395.)

2. If a training agreement exists with a 14 CFR part 141 certificated pilot school to provide training, testing or checking for a training center, a copy of that training agreement must be provided. Each training agreement should meet the requirements of 14 CFR §§ 141.26 and § 142.33. (PTRS codes: 1395.)

(b) Approved Program for Maintenance and Inspection of Aircraft, if any. Each certificate holder must ensure that aircraft used to provide training under 14 CFR part 142 are maintained and inspected in accordance with (IAW) 14 CFR part 91, subpart E (or foreign equivalent), and/or an approved program for maintenance and inspection. The FAA may assign an aviation safety inspector (airworthiness) to verify the existence and adequacy of an approved program for maintenance and inspection.

i. A minimum equipment list (MEL) if the applicant seeks relief under a MEL for aircraft that the training center owns or leases. MELs are not a certification requirement of 14 CFR part 142. (PTRS code: 1372.)

ii. A simulator component inoperative guide (SCIG) if a SCIG is to be used. SCIGs are not a certification requirement of 14 CFR part 142. (PTRS code 1372.)

1. Flight Simulators and Flight Training Devices (FTD). Documentation to show qualification by the National Simulator Team (AFS-205) or showing request for such evaluation and qualification. See details for inspection and demonstration under the next phase and under the same phase in section 2. (PTRS code: 1351.)

2. Training Program. The FAA will review and approve curriculums, and review for acceptance or non-acceptance associated syllabi, and related courseware in this phase. Chapter 150 provides detailed guidance on training program evaluation for approval and acceptance. The TCPM will follow the general process for review and format that is found in FAA Order 8400.10, volume 3, chapter 2. Additionally,

in the case of the submission of a core curriculum by a new center, the TCPM shall coordinate with and get concurrence from AFS-840, Certification Branch, for approval of each core curriculum. The review will include the following PTRS codes: 1366, 1368, 1369, 1370, 1377, and 1378.

(aa) Core Curriculum. The TCPM will review the curriculum for format and content. See chapter 150 for detailed guidance on curriculum requirements. To indicate approval, the TCPM will stamp the List of Effective Pages page of the curriculum FAA-approved and affix an original signature, title, and date if the applicant presents such a page. If it does not, the TCPM will stamp each page FAA-approved and affix an original signature, title, and date.

(bb) Specialty Curriculum. The TCPM will review the curriculum for format and content. See chapter 150 for detailed guidance on curriculum requirements. To indicate approval, the TCPM will stamp the List of Effective Pages page of the curriculum FAA-approved and affix an original signature, title, and date if the applicant presents such a page. If it does not, the TCPM will stamp each page FAA-approved and affix an original signature, title, and date.

(cc) Courseware. Most courseware is accepted by the FAA rather than FAA-approved. Checklists not prepared by the manufacturer must be accepted by the FAA. Pictorial means of preflight inspection courseware must be approved. See chapter 150 for detailed guidance on courseware requirements.

iii. Deviations and Waivers. Paragraph material is deleted and moved to chapter 148, section 2, paragraph 1.

iv. Training Records. Training records must document training, qualification, and currency. Each certificate holder must keep records at the applicable training center or satellite training center, or other place approved by the FAA, and must provide those records to the FAA upon request or at a reasonable time. The FAA may use the following information to determine training record system adequacy. (PTRS code: 1334.)

1. See 14 CFR § 142.73(a) for a checklist of trainee record requirements.

2. Training centers are required to maintain a record, including medical, of all trainees enrolled in a course. Although there are some instances, such as student completing a curriculum entirely in simulation, when a medical certificate is not required. Many operators use the training file to meet 14 CFR part 135 or 121 requirements.

3. See 14 CFR § 142.73(b) for a checklist of instructor record requirements.

4. For training centers conducting an air carrier training program under a contract with an air carrier, the certificate holder must retain records containing the following information for at least 1 year after the completion of training:

(aa) Name and identifier of the air carrier.

(bb) Name and airman certificate number of the trainee.

(cc) Name and airman certificate number of the evaluator.

(dd) Dates and results of training, checking, and testing.

(4) Phase Four - Demonstration and Inspection (Gate III applies).

(a) The FAA will conduct inspections to determine a training center's compliance with, or eligibility under, the U.S. Transportation Laws, Title 49 of the United States Code (49 U.S.C.), and the regulations. Each certificate holder must allow the Administrator to inspect training center facilities, equipment, and records at any reasonable time and place. All inspections must be conducted at a reasonable time and in a reasonable place. The CHDO should inspect those proposed training centers or satellite training centers within their area of geographic responsibility. For other inspections, the CHDO should request the services of the FSDO with geographic responsibility over the areas where the satellite training centers, equipment, or remote sites are located.

(b) The FAA will include the following specific requirements during the inspections. (PTRS codes: 1334, 1351, 1371, 1603, 1607, 1612, 1621, 1626, 1629, 1630, 1640, 1641, 1642, 1643, 1644, 1645, 1646, 1647, 1649, 1650, 1652, 1653, 1654, 1662, and 1673.)

i. Facilities and Equipment Described in an Applicant's Formal Application Letter. The purpose of these inspections is to ensure that the facilities and equipment are represented by the applicant and that they meet the certification requirements of the regulations. (PTRS codes: 1371, 1640, and 1647.)

ii. Automated Recordkeeping Systems Proposed by the Applicant. Refer to FAA Order 8400.10, volume 3, chapter 11, section 4 for specific guidance. The FAA will authorize the use of an automated recordkeeping system in the Training Specifications. (PTRS code: 1334.)

iii. Qualification and Approval of FTDs and Flight Simulators. Inspect each flight simulator or FTD used for training, checking, testing, or recency of experience under part 142 for qualification and approval. (PTRS codes: 1351, 1630, 1654.)

1. The National Simulator Program Manager (NSPM) will qualify all Levels 6 and 7 FTDs and flight simulators. It will qualify training devices IAW the procedures and criteria contained in AC 120-45. It will qualify airplane flight simulators IAW the procedures and criteria contained in AC 120-40, and rotorcraft simulators and rotorcraft FTDs IAW AC 120-63.

2. The NSPM will be responsible for the initial evaluation of FTDs, Levels 2 through 5, but may delegate this responsibility to the FSDO as necessary. TCPMs will qualify and approve, for their intended use, FTDs Levels 2 through 5 IAW the procedures and criteria contained in AC 120-45A. FAA Order 8700.1, volume 2, chapter 34 provides guidance for the approval and use of FTDs.

3. Level 1 FTDs. A device used for flight training, testing, or checking that is determined acceptable to or approved by the Administrator prior to August 1, 1996, which can be shown to function as originally designed, is considered to be a Level 1 FTD, if used for the same purposes for which it was originally accepted or approved and only to the extent of such acceptance or approval. Only those devices that have been issued a letter authorizing use by the FAA General Aviation and Commercial Division, AFS-800 (or its predecessor offices) may be considered Level 1 FTDs. Specific authority for the continued use of Level 1 FTDs is provided by 14 CFR § 61.4(b), and the reporting requirements regarding such use is contained in FAA Order 8700.1, volume 2, chapter 34.

NOTE: All new FTDs manufactured or placed into service after August 6, 1996, are ineligible

for conferred status and must be evaluated, qualified, and approved under the regulations which apply at the time. The previously reserved Level 1 classification for FTDs will be used to identify those devices.

4. The TCPM approves FTDs and flight simulators for intended use in the center training programs. Each training center shall identify each Level 1 through 5 FTD by the manufacturer's serial number, unless the FAA has issued an identification number for that purpose. Levels 6 and 7 FTDs and all flight simulators shall be identified by FAA identification numbers.

5. The FAA will qualify each rotorcraft flight simulator and rotorcraft FTD IAW the procedures and criteria contained in AC 120-63.

6. Only flight simulators and FTDs that have been properly qualified by the NSPM or otherwise authorized by the Administrator may be listed in a training center's Training Specifications.

7. A training center may use a flight simulator or FTD for instruction if it is listed in the training center's approved Training Specifications and meets the flight training equipment requirements of the lesson for which it is to be used, as stated in the training center's approved curriculum.

8. A training center may offer 100% training, checking, and testing through an approved curricula in a Level C or D simulator only when that course has approved pictorial courseware for 100% training, checking, and testing curricula. The FAA must approve pictorial courseware for each curriculum in which it is to be used. See chapter 150, section 1 for pictorial courseware requirements.

9. There is no requirement for any reference to 14 CFR part 121, appendix H as a part of a 100% testing curriculum. Appendix H does not apply to a training center. However, a training center may present an appendix H program approved for a particular operator.

(c) Gate III Requirements. Gate III requirements shall be completed prior to observing an actual class for final overall approval of a training program and certification of a training center.

i. Training curricula tentatively approved, courseware tentatively accepted;

ii. Sufficient instructors and evaluators trained and designated; and

iii. Facilities evaluated and found satisfactory.

(5) Phase Five - Certification.

(a) Issuance of Certificate and Training Specifications. The CHDO will issue the FAA Form 8000-43, Training Center Certificate and Training Specifications after satisfactory completion of the previous phases (Figure 149-4). (PTRS code: 1396.) See new standardized training specs form.

i. Training Specifications are defined in chapter 148 and 14 CFR § 142.3. Training Specifications are documents issued to a training center certificate holder by the Administrator. For international located centers, all applicable 14 CFR 187-1 fees must be collected, prior to the issuance of Certificate and Training Specifications.

ii. Standard Training Specifications are available on the automated OPSS.

NOTE: Training Specifications currently use the heading Operations Specifications (OpSpec). Because they use the same heading and format, they are often referred to as Operations Specifications.

iii. Training Specifications are readily available to inspectors and potential users. Consequently, in the interest of brevity, those Training Specifications will not be repeated in this order. A sample list of Training Specifications is shown in Figure 149-5.

(b) Denial of Certification. The FAA may deny certification to an applicant if deficiencies exist. If so, the FSDO will state the reasons for certificate denial. The FSDO will make such denial in writing and will describe corrective actions that may lead to certification.

i. An applicant that has been denied certification and desires to continue to seek certification should notify the FSDO in writing when corrective action has been taken. The FSDO may require a second or subsequent inspection of training center or satellite training center facilities.

ii. After evaluation of the applicant's corrective actions, the FSDO will either approve or deny certification. If denied, state which requested changes have not been properly addressed. If the applicant is again denied certification, the applicant may again follow the steps described in the paragraphs above.

(c) Final Certification Following Training Center Acquisitions, Mergers, and Bankruptcies. The FAA will process certification following these actions

IAW guidance contained in FAA Order 8400.10, volume 2, chapter 3.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Knowledge of the FAA 5-step certification process and the Gate System.

B. Knowledge of 14 CFR part 142.

C. Knowledge of 14 CFR part 187 for training centers outside the U.S.

D. Coordination with AFS-620, Aviation Data Systems Branch and AFS-800.

E. Knowledge of the automated OPSS computer program.

2. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAA Order 8400.10, Air Transportation Operations Inspector's Handbook
- HBAT 97-06, Use of the Gate System during the Initial Certification of Part 121 Air Carriers
- Title 14 CFR part 142, Training Centers
- Title 14 CFR part 187, Fees
- Automated Operations Specifications Subsystem (OPSS)
- AC 120-40, Airplane Simulator Qualification
- AC 120-45, Airplane Flight Training Device Qualification
- AC 120-63, Helicopter Simulator Qualification

B. Forms

- See the OPSS for templates for each Training Specification

C. Job Aids

- Sample figures

3. PROCEDURES.

NOTE: For certification of parent training centers, inspectors should see volume 2, chapter 2, of FAA Order 8400.10 for information on precertification number, final certificate number, and elements of a certificate number. If any area in any phase is

deficient, discontinue the certification process and advise the applicant, in writing, of the deficiencies. When the applicant has taken appropriate corrective action, continue the process.

A. *PTRS.* Upon receipt of a pre-application letter of intent from an applicant, contact AFS-620 to obtain a precertification designator. Open a Vital Information Subsystem (VIS) file for the training center. The VIS will auto-generate a PTRS record.

B. Pre-application Phase.

(1) Schedule a pre-application meeting and prepare a certification package for the applicant, consisting of appropriate reference material.

(2) During the pre-application meeting advise the applicant of the following:

(a) Gate concept and requirements, as described in section 1;

(b) Requirements for a schedule of events;

(c) Elements of the formal application;

(d) Submit the documents required for formal application as far in advance as possible;

(e) Submit all written material in the English language; and

(f) A statement of compliance must be submitted.

(3) Determine if the applicant proposes to locate a training center outside the U.S. If so, consult part 187 and coordinate with AFS-800 about this site. Note that the fees that are established in part 187 are mandatory and not discretionary. Also remind the applicant that a certificate for a training center outside the U.S. will expire each year, and the applicant must be re-certificated each year in order to continue operations. Re-certification is the process used to make up for the reduced surveillance. Although it may be abbreviated in some phases, it will be more extensive in areas such as recordkeeping.

(4) Apply Gate I requirements before proceeding to the formal application phase.

C. *Formal Application Phase.* Ensure that the application contains at least the documents listed below. If the formal application package is complete,

continue the process. If the package does not comply with regulatory requirements and handbook guidance, return the materials to the applicant with the discrepancies noted.

(1) Formal Application Letter (Figure 149-3).

(a) Determine if the FSDO has jurisdiction over the area in which the applicant's principal business office is to be located. If not, have management refer the applicant, in writing, to that FSDO.

(b) Ensure that the letter and attachments contain the following information:

i. Business name, mailing address, and telephone number.

ii. Starting date (if revised since the pre-application statement of intent) and formal schedule of events.

iii. Management personnel and qualifications, including a statement acknowledging that the applicant shall notify the FAA within 10 working days of any change made in the management positions.

iv. Proposed authorization for evaluators.

v. A description of the applicant's training facilities, equipment, and qualifications of personnel to be used.

vi. The training program curricula, courseware, and any other supporting documentation.

vii. Proposed instructor training program curricula, courseware, and any other supporting documentation.

viii. A description of a recordkeeping system that will identify and document the details of training, qualification, and certification of students, instructors, and evaluators.

ix. The method of demonstrating qualification and ability to provide training for a certificate or rating in fewer than the minimum hours prescribed in part 61, if the applicant proposes to do so.

x. If the applicant does not file the application letter at least 120 days before the beginning of any proposed training, have the office management determine if the time remaining is realistic. If the FSDO disapproves a shorter filing period inform the applicant of the 120 day minimum time before the planned date of training.

xi. Ensure that a signature from one of the following persons are on the formal application letter:

1. The proper individual, if the application is from an individual.

2. All partners or, if applicable laws permit this authority to be delegated to one partner, by the delegated partner for an application from a partnership.

3. The president, or such other officers as authorized by the corporation, and by the corporate secretary, or another designated official of the corporation, who should attest to the individual's authority to sign such a document for an application from a corporation.

4. The president or such other officer or director as authorized by the organization's bylaws and attested to by the secretary for an application from a company, club, or association.

5. The equivalent of the positions listed in subparagraphs above for training centers located outside of the U.S., as determined by office management, with consultation in Office of the Chief Counsel (AGC) if needed.

(2) Management Personnel Resumes. Use the detailed guidance for evaluation found in the next phase.

(3) Training Programs. Use the detailed guidance for evaluation found in the next phase.

(4) Purchase contract or adequate lease of flight training equipment. Use the detailed guidance for evaluation found in the next phase.

(5) Proposed Evaluation Authorizations. Verify that the applicant addresses adequate numbers of qualified candidates for Training Center Evaluator (TCE), with authorizations appropriate for the training courses to be conducted, in order to comply with the provisions of 14 CFR § 142.13(b).

(6) Facility and Equipment Descriptions. Use the detailed guidance contained in the Demonstration and Inspection phase.

(7) Recordkeeping System.

(a) Evaluate proposed records forms to determine if they capture all the information required by 14 CFR § 142.73 and the prerequisite for course entry as detailed in chapter 150.

(b) Examine automated recordkeeping systems, including forms, if they are proposed by the applicant.

(c) Evaluate the records, archives, facilities, and backup plans for electronic records.

(d) Refer to FAA Order 8400.10, volume 3, chapter 11, section 4 for additional guidance.

(e) Authorize the use of an automated recordkeeping system in Training Specification A025.

(8) *Quality Control Measures.* TBD.

(9) *Training Agreements.* Use the detailed guidance for evaluation found in the next phase.

(10) *Approved Program for Maintenance and Inspection of Aircraft (if any).* Use the detailed guidance for evaluation found in the next phase.

D. Document Compliance Phase. Review and evaluate the documents listed below. If the documents comply with regulatory requirements and handbook guidance, continue the certification process. If not, return the documents to the applicant with discrepancies noted. Exercise discretion in deviating from the requirements of this phase and the next phase if the applicant's previous experience in training centers or similar qualification indicates that a specific certification step is not required.

(1) *Management Personnel Resumes.*

(a) Ensure that the resumes provided outline the proposed management qualifications and compliance histories. They must also include the individual's name, address, airman certificate number, certificates and ratings held. If applicable, the medical certificate qualification information must also be included.

(b) Evaluate to determine that each applicant for, and holder of, a training center certificate does or will employ a sufficient number of management personnel who are qualified and competent to perform the duties to which they are assigned.

(c) Ensure that the resumes do not list or propose for management, control, or substantial ownership any person whose employment or control materially contributed to the revocation, suspension, or termination of an FAA issued operating certificate within the previous 5 years.

(d) Include management personnel on Training Specifications A006 and A007.

(2) *Training Programs.* See chapter 150 for the requirements of, and methodology for evaluation of the training program and its components.

(3) *Minimum Equipment Lists and Simulator Component Inoperative Guides.*

(a) Determine that these meet the requirements of MELs for aircraft published elsewhere and in the following paragraphs. (PTRS code: 1373.)

(b) Determine that SCIGs, if any, are approved or that if there are none, that the applicant acknowledges the provisions of 14 CFR § 142.59(d). (PTRS code 1373.)

(c) Include MEL authorization(s) in Training Specifications D095.

(d) Include SCIG authorization(s) in Training Specifications D096.

(4) *Lease and Contract Agreements.*

(a) Determine that these show exclusive use of all simulation media for periods of time adequate to conduct all training and testing proposed in the training plan. (PTRS code: 1335.)

(b) If necessary, request the Assistant General Counsel to review any of these documents to determine if the intent of the requirement is met.

(c) Do not inspect leases for other facilities, such as classrooms, offices, hangars, or ramps.

(d) Do not inspect contracts with air carrier clients or other clients; such an inspection is a TCPM function only to the extent of checking truthful advertising and to determine details of responsibilities as a resource for clients' principle operations inspectors (POI).

(5) *Training Agreements.* If a pilot school certificated under 14 CFR part 141 is to provide training, checking, or testing for a training center applicant, check that this agreement meets the requirements of 14 CFR §§ 141.26 and 142.33. Determine that the agreement provides:

(a) The training, checking and testing provided by the certificated pilot school is approved and conducted IAW 14 CFR part 142;

(b) A pilot school certificated under 14 CFR part 141 obtains FAA approval for a training course

outline that includes the portion of the training, testing, or checking to be conducted under 14 CFR part 141;

(c) That upon completion of training, checking, or testing conducted under 14 CFR part 141, each participating pilot school forwards, to the training center, a copy of each student's training record, which will become a part of the student's permanent training record;

(d) The training center's curriculum establishes the basis for granting credit from a participating 14 CFR part 141 pilot school; and

(e) The 14 CFR part 141 pilot school or schools that are part of a training agreement are authorized in Training Specifications A031 and B031.

NOTE: There is no provision for transfer of students between part 142 training centers, except those students enrolled in programs approved under the processes of chapter 151 of this order.

(6) *Approved Program for Maintenance and Inspection of Aircraft (if any).*

(a) Ensure that aircraft to be provided for training are maintained and inspected IAW 14 CFR part 91, subpart E (or foreign equivalent), and/or an approved program for maintenance and inspection. Consult an ASI (airworthiness) to verify the existence and adequacy of an approved program for maintenance and inspection.

(b) Include the aircraft inspection program in Training Specifications D073. Include authorized aircraft in Training Specifications A003.

(c) Review and approve MELs for aircraft that the training center owns or leases if the applicant seeks such an approval. Note that MELs are not a certification requirement of 14 CFR part 142.

E. Demonstration and Inspection Phase.

(1) Inspect the facilities and equipment described in the applicant's formal application letter which are located within the CHDO's area of geographic responsibility before certification. See chapter 150, section 2 for detailed guidance.

(2) Contact the FSDO having geographic responsibility over the areas in which satellite training centers or other facilities or training equipment are located and request facility and/or equipment inspections. Request that each FSDO making a

facilities and equipment inspection complete a report on FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet, stating that FSDO's observations and noting any discrepancies or recommendations for the CHDO.

(a) Include satellite training centers and authorizations in Training Specifications A008 and B009.

(b) Include remote training sites in Training Specifications A009 and B009.

(3) Conduct inspections of the facilities and areas listed below. If any areas do not comply with regulatory requirements and handbook guidance, forward comments to the applicant and re-evaluate as needed.

(a) Training Center Facilities. (PTRS codes: 1371 and 1640.)

(b) Flight Simulators and Flight Training Devices. See separate guidance in chapter 150, section 2 for evaluation of flight training devices (FTD) and other equipment, which is generally considered to be courseware. (PTRS codes: 1351 and 1630.)

(c) Aircraft, Flight Simulator, and Flight Training Device Maintenance Programs. Authorize the use of maintenance programs in Training Specifications D001, D002, D003, D004, or D005, as applicable.

(d) Recordkeeping Systems.

i. Inspect automated recordkeeping systems that the applicant has proposed, if any, during this phase.

ii. Refer to FAA Order 8400.10, volume 3, chapter 11, section 4 for specific guidance.

iii. Authorize the use of an automated recordkeeping system in Training Specifications A025. (PTRS codes: 1334, 1649, 1650, 1653, and 1654.)

(e) Training for the initial cadre of training center instructors and evaluators.

i. Evaluate by observing or participating as a student in major representative curriculum segments.

ii. Authorize the instructors and evaluators in Training Specifications A012 or A013, or both, as applicable. (PTRS codes: 1541, 1542, 1543, 1559, 1641, 1642, 1643, 1644, 1645, 1662, and 1673.)

(f) Gate III requirements.

i. Complete Gate III requirements prior to observing an actual class for final overall approval of a training program and certification.

ii. Include in Gate III requirements:

1. Training curricula tentatively approved, courseware tentatively accepted;

2. Sufficient instructors and evaluators trained and designated; and

3. Facilities evaluated and found satisfactory.

F. Certification Phase.

(1) When the previous phases have been satisfactorily accomplished, complete the final certification actions noted below. See Figure 149-1.

(a) Obtain a final training center certificate and/or satellite designator number (designator) from AFS-620.

(b) Prepare and approve Training Specifications.

i. Standard Training Specifications (currently with the heading Operations Specifications) are available on the automated OPSS. A TCPM may issue nonstandard Training Specifications IAW the guidance that follows.

ii. Request for nonstandard Training Specifications.

1. A holder of or applicant for a training center certificate may request a nonstandard Training Specification from the TCPM. It must contain enough information to support the issue of a nonstandard Training Specification. It must include the following:

(aa) a statement of why the certificate holder cannot comply with the specific Training Specification, but still demonstrate an equivalent level of safety;

(bb) specify alternate training center procedures for implementation and control;

(cc) a copy of the Training Specification with the proposed nonstandard language; and

(dd) any other supporting documentation.

2. AFS-800 will allow the issuance of a less restrictive nonstandard Training Specifications if justifiable reason exists and the situation is unique to the training center. AFS-800 must authorize the proposed Training Specification prior to issuance to the training center.

3. In those cases when the nonstandard subparagraph is more restrictive than the provisions in standard Training Specifications, AFS-800 need only be notified. Notification via e-mail is acceptable, by sending a copy of the entire Training Specification. Headquarters will determine if other operators are similarly affected and whether the standard Training Specification needs revision.

4. Evaluate and substantiate the information. If the CHDO does not concur with a training center request, send to the training center, a letter denying the request to use the nonstandard Training Specification with an explanation for the denial. If the CHDO concurs, forward the completed request as described in subparagraph iv, Routing of requests for nonstandard Training Specifications.

5. All nonstandard language must be added after the standard Training Specification. Do this by entering text under the text tab in the automated system which states, enter optional text for nonstandard Training Specification. As applicable, make reference to specific subparagraphs.

iii. TCPM initiated nonstandard Training Specifications by the addition of text (subparagraph(s)).

1. The TCPM may need to add a subparagraph to an existing standard Training Specification in order to address unique training center situations.

2. In those cases when a CHDO requests a nonstandard Training Specification that would be more restrictive than the standard Training Specification, justifiable reason must exist, since the training center could be placed at a competitive disadvantage.

iv. Routing of requests for nonstandard Training Specifications.

1. Route through the FSDO Manager and the Regional Flight Standards Division to AFS-840.

2. The complete package can be sent to AFS-840 via e-mail with attached file, provided the hard copy package is subsequently forwarded to AFS-840.

3. If AFS-840 concurs with issue of a nonstandard Training Specification, it will notify the TCPM by a memorandum, and send a copy to the region. If AFS-840 does not concur, the memorandum will include an explanation of the reasons.

v. Since Training Specifications are readily available to inspectors and potential users, they will not be repeated in this order in the interest of brevity. A sample list of Training Specifications is shown in Figure 149-5.

vi. See Figure 149-6 for an overview of the Training Specifications preparation process. Review the process and detailed instructions provided in the current version of the, OPSS User's Manual, and on the OPSS web site (www.opspecs.com).

(c) Issue a training center certificate, FAA Form 8000-43 (see Figure 149-4), and Training Specifications as generated by the automated OPSS. The certificate holding district office manager will sign the certificate as the issuing officer (PTRS code: 1396).

(d) Update VIS file. Close the PTRS record that was auto-generated when the VIS file was initially established.

(2) *Denial of Certification.* Deny certification as a training center if deficiencies exist. State any reasons for certificate denial. Make any such denial in writing and describe corrective actions that may lead to certification.

(a) When a previous denied applicant desires to continue to seek certification, require notification in writing stating that corrective action was taken. Once this has been received, a second or subsequent inspection of the training center or satellite training center facility must be conducted.

(b) After evaluation of the applicant's corrective actions, approve or deny certification. If denied, state which requested changes were not properly addressed. If the applicant is again denied certification, the applicant may again follow the steps described in the paragraphs above.

(3) Additional CHDO Responsibilities.

(a) For each training center, the CHDO must establish and maintain a file that contains the following: (The file may be all or partially electronic.)

i. A copy of the training center certificate.

ii. A copy of the Training Specifications.

iii. All documents required for initial certification such as application letters, inspection reports, resumes, leases, and training agreements.

iv. Copies of all FAA-approved materials used in the training programs such as curriculums, SCIGs, MELs, and if aircraft are used, airplane flight manuals (AFM) and rotorcraft flight manuals (RFM).

(b) The CHDO shall forward copies of approved training programs, Training Specifications, FAA-approved material, and other documents pertinent to the training conducted at a satellite training center, to the FSDO having responsibility for that satellite training center.

G. *PTRS and VIS.* Make final VIS entries and close PTRS records.

4. TASK OUTCOMES. Completion of this task results in one of the following:

A. Issuance of a training center certificate and Training Specifications.

B. Denial of a training center certificate.

C. Renewal of a training center certificate (foreign only).

D. Termination of the certification process.

5. FUTURE ACTIVITIES.

A. Surveillance of training center.

B. Ongoing amendments to Training Specifications.

FIGURE 149-1
CERTIFICATION PROCESS FOR PART 142 TRAINING CENTERS

1. PRE-APPLICATION PHASE

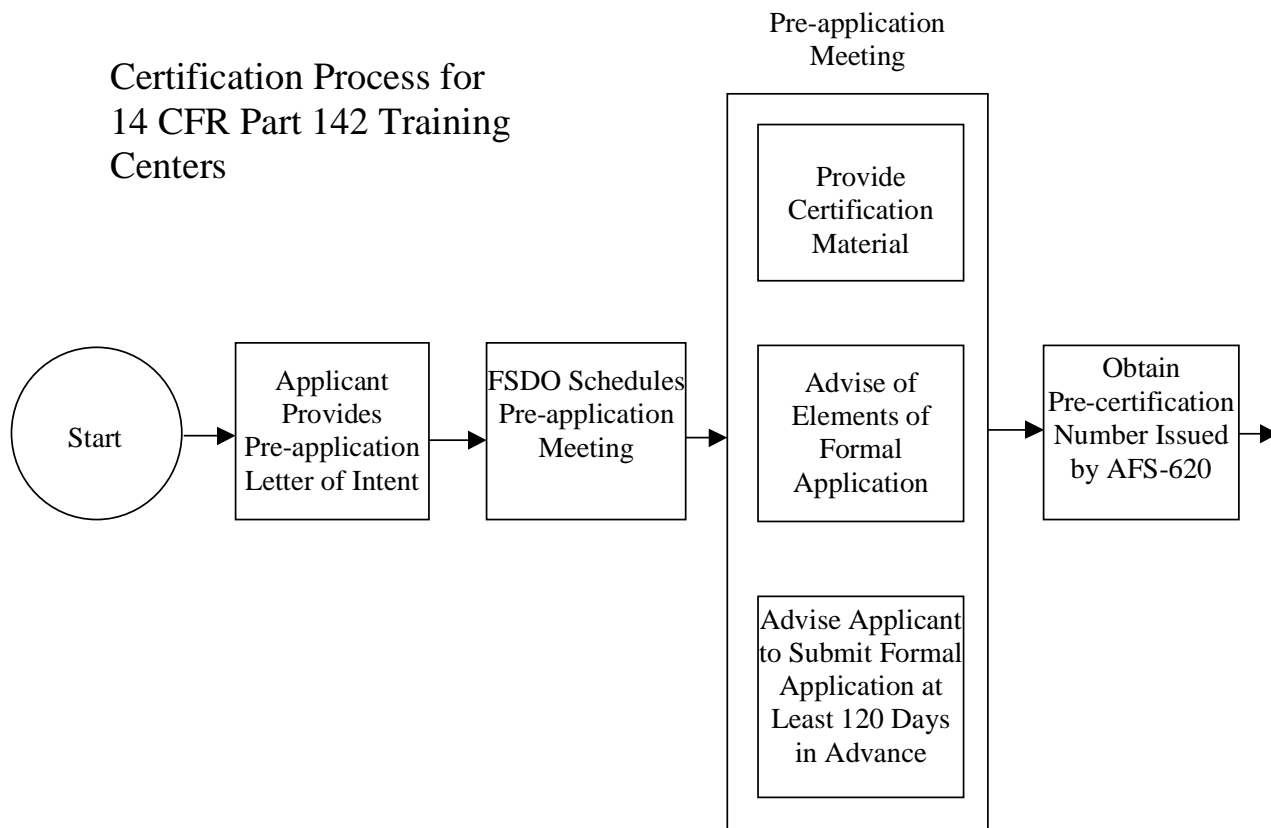


FIGURE 149-1
CERTIFICATION PROCESS FOR PART 142 TRAINING CENTERS -- Continued

2. FORMAL APPLICATION PHASE

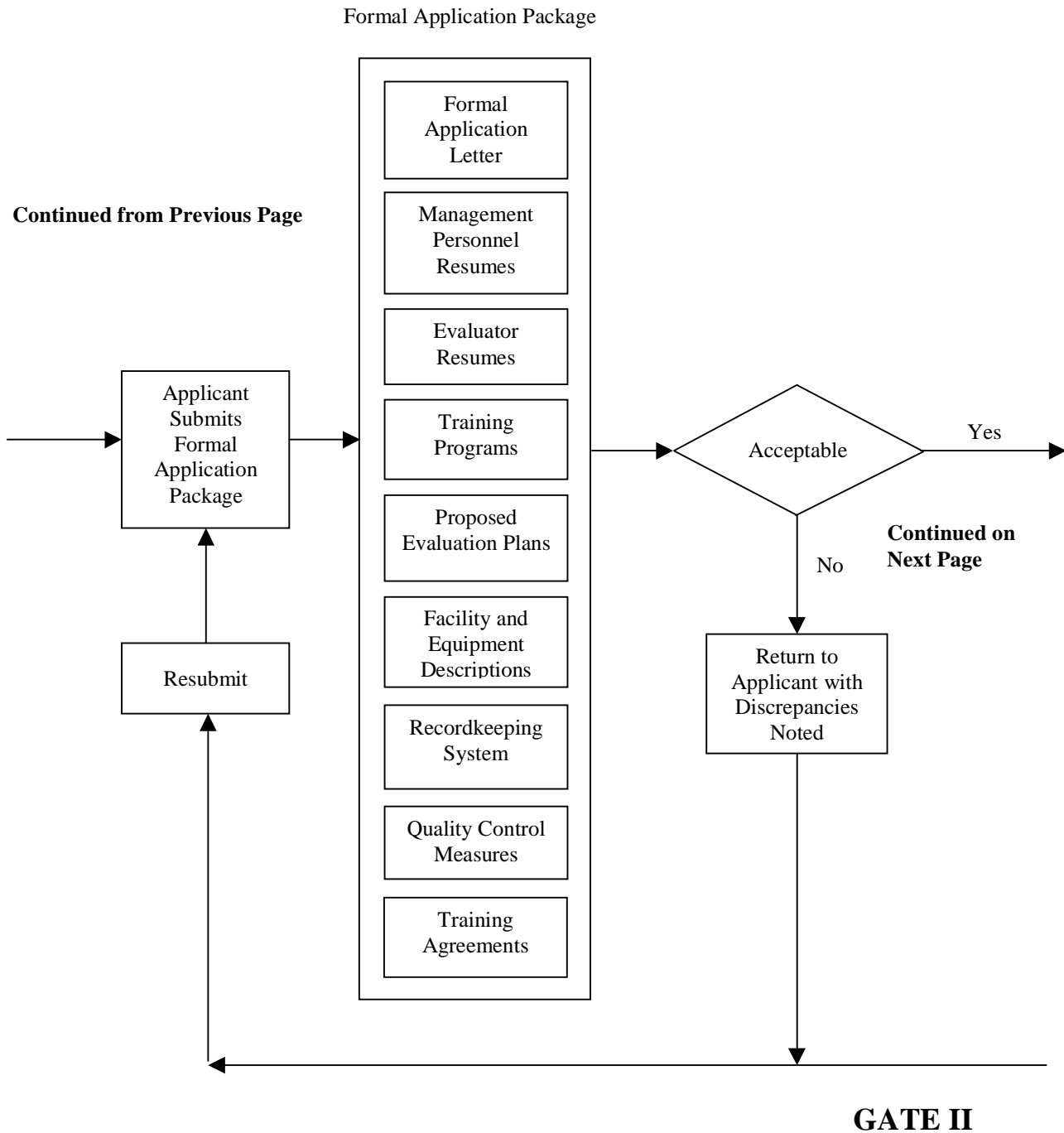


FIGURE 149-1
CERTIFICATION PROCESS FOR PART 142 TRAINING CENTERS -- Continued

3. DOCUMENT COMPLIANCE PHASE

4. DEMONSTRATION AND INSPECTION PHASE

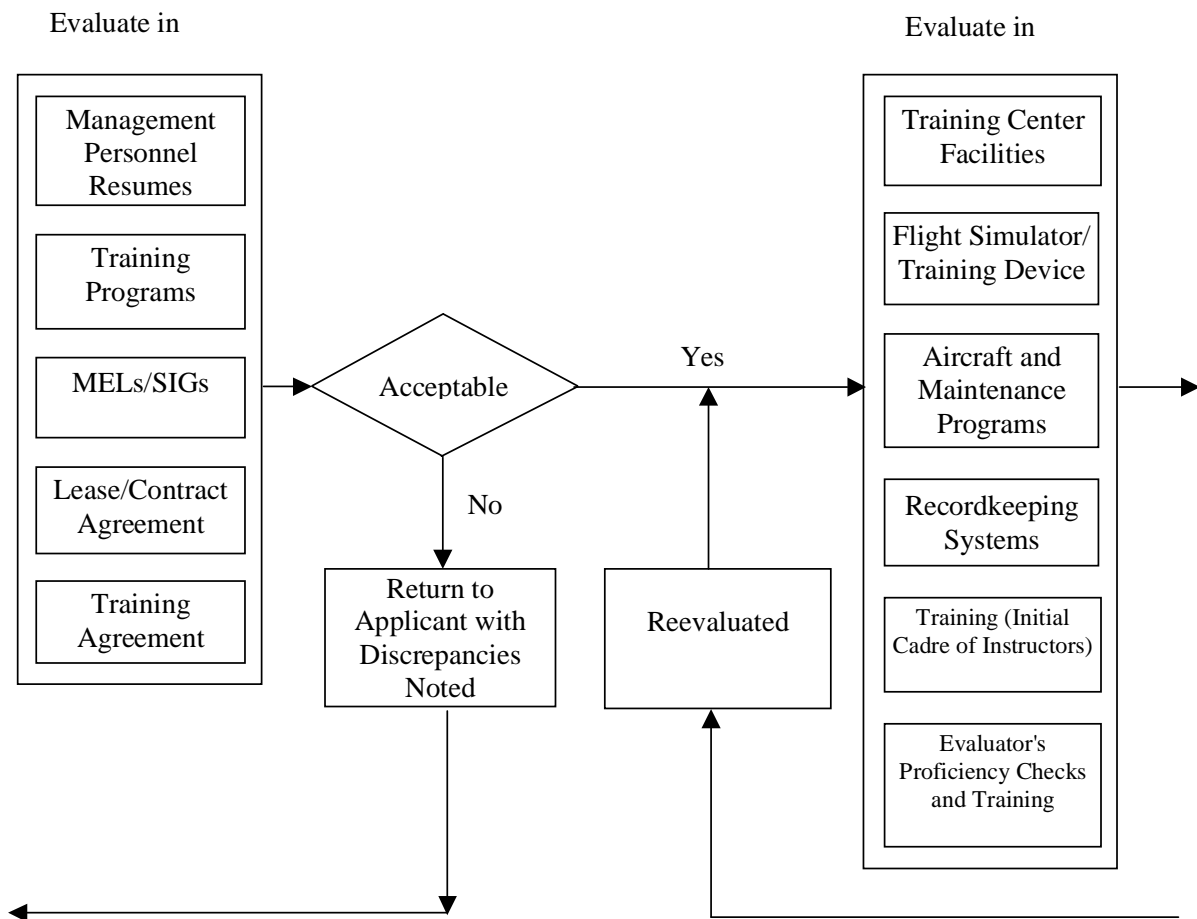
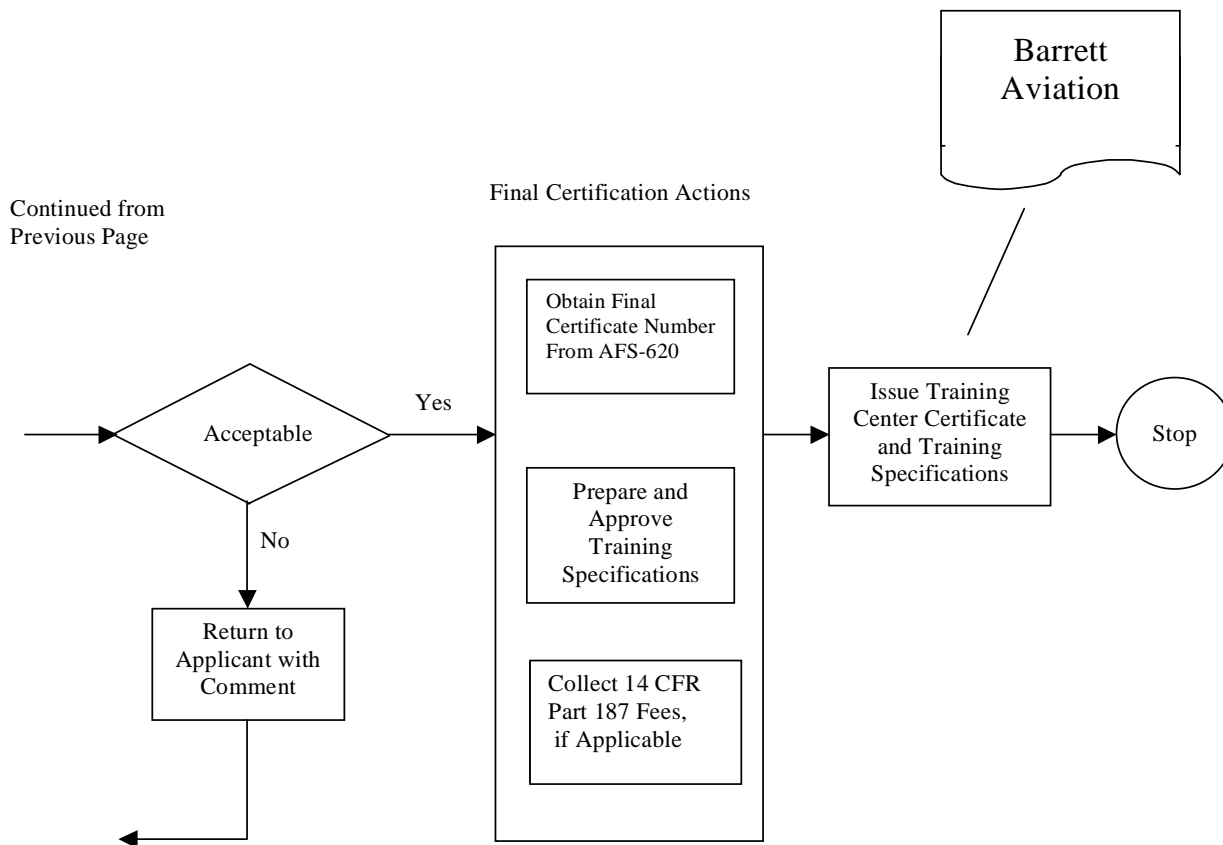


FIGURE 149-1
CERTIFICATION PROCESS FOR PART 142 TRAINING CENTERS -- Continued

5. CERTIFICATION PHASE



CERTIFICATION

FIGURE 149-2
SAMPLE PRE-APPLICATION LETTER OF INTENT

Barrett Aviation
2243 Alamo Circle
San Antonio, TX 76176
915-333-4444

January 2, 1996

Federal Aviation Administration
San Antonio Flight Standards District Office
10100 Reunion Place, Suite 200
San Antonio, TX 78216-4118

Gentlemen:

This letter is to notify the Federal Aviation Administration (FAA) of our intent to become an FAA-approved training center under the provisions of Title 14 of the Code of Federal Regulations (14 CFR) part 142.

We are prepared to begin operations on May 2, 1996. Management personnel anticipated are Barrett Landon, President; Travis Lee, Training Center Manager. Our principal business location is 2243 Alamo Circle, San Antonio, TX 76176. The training center is located at 4444 Aviation Lane, San Antonio International Airport, San Antonio, TX 76175, and we plan to operate a satellite training center at 5333 Altitude Street, Denver, CO 80216. All training records will be maintained at the San Antonio training center.

We propose to offer certification training in the Boeing 737-200, using level C flight simulators located at our San Antonio training center and our satellite training center in Denver.

We intend to provide pilot training to Steele Airlines, a certificated air carrier under 14 CFR part 121 and other airmen under 14 CFR part 61.

Sincerely,

Barrett Landon, President

FIGURE 149-3
SAMPLE FORMAL APPLICATION LETTER

Barrett Aviation
2243 Alamo Circle
San Antonio, TX 76176
915-333-4444

February 2, 1996

Federal Aviation Administration
San Antonio Flight Standards District Office
10100 Reunion Place, Suite 200
San Antonio, TX 78216-4118

Gentlemen:

This is our formal application letter notifying the Federal Aviation Administration (FAA) of our intent to become an FAA-approved Training Center under the provisions of Title 14 of the Code of Federal Regulations (14 CFR) part 142.

We are prepared to begin operations on June 15, 1996. Management personnel anticipated are Barrett Landon, President; Travis Lee, Training Center Manager. The resumes of Mr. Landon and Mr. Lee are included as Attachment 1. Our principal business location is 2243 Alamo Circle, San Antonio, TX 76176. The training center is located at 4444 Aviation Lane, San Antonio International Airport, San Antonio, TX 76175, and we plan to operate a satellite training center at 5333 Altitude Street, Denver, CO 80216. All training records will be maintained at the San Antonio training center.

We propose to offer certification training in the Boeing 737-200, using level C and D flight simulators located at our San Antonio training center and our satellite training center in Denver. We intend to provide pilot training to Steele Airlines, a certificated air carrier under 14 CFR part 121 and other airmen under 14 CFR part 61.

Attachment 2 describes our proposed training curriculums and supporting syllabuses for which Training Specifications and evaluation authorizations are requested. In addition, this attachment includes a document summary of the courseware. (Courseware will be made available on request.)

Our flight training equipment consists of a Brand X B-737-200 level C simulator, serial number 192 (located in Denver), and a Brand X, B-737-200 level D simulator, serial number 193, which is located at our San Antonio training center. We will be operating one level 5 flight training device at each facility. Additionally, we will be operating a leased Boeing 737-200 from Steele Airlines for flight training.

Our training facilities are described in Attachment 3.

Qualifications of instructors, evaluators, and other personnel are contained in Attachment 4.

Our proposed evaluation plans are explained in detail in Attachment 5.

A description of our recordkeeping system that identifies and documents the details of training, qualification, and certification of students, instructors, and evaluators is found in Attachment 6.

The description of quality control measures proposed is explained in Attachment 7.

Barrett Aviation will notify the Administrator within 10 working days of any change made in the assignment of persons in our required management positions.

All of us at Barrett Aviation are looking forward to working with you.

Sincerely,

Barrett Landon, President

Attachments

FIGURE 149-3
SAMPLE FORMAL APPLICATION LETTER -- Continued

Attachment 3

Training Facilities

SAN ANTONIO FACILITY

Our training facilities in San Antonio are exclusively used by Barrett Aviation. All are air conditioned/heated and provide adequate lighting. A facility diagram for description purposes and showing a floor plan with room reference numbers is attached.

Rooms 1-3 will function as our principal business office. Room 1 is Barrett Landon's office. Room 2 is the staff administrative office. Room 3 is Travis Lee's office, which also houses the Mega Magic computer system used to maintain training center records.

Room 4 is the evaluator's office. Rooms 5 and 6 are for the instructors. Room 7 is a break room, and rooms 8 and 9 are restrooms. Classrooms (rooms 10 and 11) are 30' x 30' and suitable for concurrent training for twelve trainees. Each classroom contains a 36" x 60" dry board and state-of-the-art video and audio equipment [name of equipment], and each has posters depicting a generic B-737-200 panel layout.

Room 13 has two flight simulator bays: one Brand X B-737-200 level D flight simulator and one bay reserved for later use. Contained in this room are two briefing rooms, each suitable for student and instructor/evaluator preparation briefings.

Room 14 contains our level 5 training device. Room 15 is a storage room for office supplies.

FIGURE 149-3
SAMPLE FORMAL APPLICATION LETTER -- Continued

Attachment 3

DENVER SATELLITE TRAINING FACILITY

The Denver facility is leased space from Steele Airlines. A facility diagram showing a floor plan with room reference numbers is attached. All are air conditioned/heated and provide adequate lighting.

Room 1 is for the Director of Training of Steele Airlines. Room 2 is for the administrative staff of Steele Airlines. Room 3 is the evaluator's office. Rooms 4 and 5 are for instructors. Room 6 is a break room, and rooms 7 and 8 are restrooms.

Room 9 has three flight simulator bays: two Brand X B-737-200 level C flight simulators and one Brand X B-747-400 level D flight simulator. Contained in this room are three briefing rooms, each suitable for student and instructor/evaluator preparation briefings.

Room 10 contains a level 5 training device.

FIGURE 149-3
SAMPLE FORMAL APPLICATION LETTER -- Continued

Attachment 4

QUALIFICATIONS OF INSTRUCTORS, EVALUATORS, AND OTHER PERSONNEL

EVALUATORS - MINIMUM QUALIFICATIONS (to be developed by each applicant in accordance with part 142)

All evaluators will have at least the following aeronautical experience:

(1)

(2)

(3)

(4)

Etc.

INSTRUCTORS - MINIMUM QUALIFICATIONS (to be developed by each applicant in accordance with part 142)

All instructors will have at least the following aeronautical experience:

(1)

(2)

(3)

(4)

Etc.

FIGURE 149-3
SAMPLE FORMAL APPLICATION LETTER -- Continued

Attachment 5

PROPOSED EVALUATION PLANS

The applicant should describe methods that the applicant intends to use to internally evaluate facilities, equipment, and qualifications of personnel to be used. Training curriculums should be evaluated on a continuing basis to determine if the quality of the original curriculum outcomes are maintained.

The applicant should refer to Order 8700.1, General Aviation Operations Inspector's Handbook, volume 2, chapter 149, section 1 for specific subject guidance.

Attachment 6

RECORDKEEPING SYSTEM

The applicant should describe methods and procedures to be used for the applicant's recordkeeping system, which should contain the following:

- Identification and documentation of the details of training, qualification, and certification of students
- A record of qualification, training, testing, and currency requirements of instructors
- A record of qualification, training, testing, and currency requirements of evaluators

The applicant should refer to Order 8700.1, volume 2, chapter 149, section 1 for specific subject guidance.

Attachment 7

QUALITY CONTROL MEASURES

The applicant should establish a system to ensure that the training center operations and training are run efficiently and effectively in accordance with company policy and the requirements of part 142.

The quality control system shall determine the effectiveness of company policies, procedures, and training.

The applicant should refer to Order 8700.1, volume 2, chapter 149, section 1 for specific subject guidance.

FIGURE 149-4
SAMPLE FAA FORM 8000-43, TRAINING CENTER CERTIFICATE



U.S. Department
of Transportation
Federal Aviation
Administration

Training Center Certificate

Number: _____

This certificate is issued to

whose primary business address is

Upon finding that its organization complies in all respects with the requirements of the Federal Aviation Regulations relating to the establishment of an Air Agency, is empowered to operate an approved Training Center in accordance with the Training Specifications issued herewith, and may conduct training courses with respect to the following Parts of the Federal Aviation Regulations:

This certificate unless amended, suspended, or revoked, shall continue in effect indefinitely.

By Direction of the Administrator

Date issued: _____

Issuing Office: _____

THIS CERTIFICATE IS NOT TRANSFERABLE, AND ANY MAJOR CHANGE IN THE APPROVED FACILITIES, OR IN THE LOCATION THEREOF, SHALL BE IMMEDIATELY REPORTED TO THE RESPONSIBLE FLIGHT STANDARDS DISTRICT OFFICE.

Any alteration of this certificate is punishable by a fine not exceeding \$1000, or imprisonment not exceeding 3 years, or both.

FAA FORM 8000-43 (11-95)

NSN: 0052-00-917-9000

FIGURE 149-5
LIST OF TRAINING SPECIFICATION TITLES

Operations Specifications	Title
A001	Issuance and Applicability
A002	Definitions and Abbreviations
A003	Airplane/Aircraft Authorization
A004	Summary of Special Authorizations and Limitations
A005	Exemptions and Deviations
A006	Management Personnel
A007	Agent for Service and Training Specifications Signatories
A008	Satellite Training Centers
A009	Remote Training Site(s)
A012	Evaluators
A013	Instructors
A015	Flight Simulators Authorization
A016	Flight Training Devices Authorization
A025	Approved Recordkeeping System
A031	Training Agreements
B001	14 CFR part61 Approved Curricula; Other Than Airline Transport Pilot-Airplane
B002	Part 61 Airline Transport Pilot Certificate and Added Aircraft Type Rating-Airplane
B003	14 CFR Part61 Flight Instructor Approved Curricula
B004	Airman Certification Other Than Pilot
B005	Air Operator Approved Curricula
B006	Removal of Centerline Thrust Limitations
B008	Satellite Training Centers Operations and Authorizations
B009	Remote Training Sites Authorizations
B011	14 CFR Part 61 Approved Curricula; Other Than Airline Rotorcraft/Helicopter
B012	14 CFR Part 61 Airline Transport Pilot Certificate and Added Aircraft Type Rating-Rotorcraft/ Helicopter
B031	Training Agreement Authorizations and Limitations
C075	Circling Approach Procedures
D001	Airplane Maintenance Requirements
D002	Levels A and B Flight Simulators Maintenance Requirements
D003	Level C Flight Simulators Maintenance Requirements
D004	Level D Flight Simulators
D005	Flight Training Devices Maintenance Requirements
D071	Flight Training Equipment Maintenance Records
D073	Aircraft Inspection Program(s)
D095	Minimum Equipment List (MEL) Authorization
D096	Simulator Component Inoperative Guide Authorization

FIGURE 149-5 SAMPLE OPERATION SPECIFICATION A001 -- Continued

U.S. Department
of Transportation
Federal Aviation
Administration

Operations Specifications

A001. Issuance and Applicability

HQ Control: 04/09/99
HQ Revision: 010

a. These training specifications are issued to Anywhere USA Contract Training Corporation whose principal training center is located at

Primary Business Address:
1300 SW. 26th Avenue
Anytown, Washington 90000

Mailing Address:
P.O. Box 8900
The Other Town, Washington 90001

Contact Information

Voice Telephone Number:	Facsimile Telephone Number:	TELEX Number:	E-Mail Address:
204-672-7500	204-672-7575	N/A	the.president@usacontract.net

The holder of these training specifications is the holder of Air Agency Certificate Number AUAX678L and shall hereafter be referred to as the certificate holder. These training specifications are issued in accordance with Title 14 Code of Federal Regulations (CFR) Section 142.5(b) and shall be titled as Operations Specifications. The certificate holder shall conduct these operations in accordance with the specific authorizations, limitations, and the procedures in these training specifications, and all appropriate Parts of the CFR.

b. The certificate holder is authorized to conduct the following kinds of operations pursuant to listed Title 14 CFR:

Title 14 CFR Part Kinds of Operation		
Training	Testing	Checking
61	61	61
121	121	121
125	125	125

c. The certificate holder is authorized to use only the business name which appears on the certificate to conduct the operations described in subparagraph A

d. For this domestic Training Center, these training specifications are effective as of the "Date Approval is effective" listed in each paragraph and shall remain in effect as long as the certificate holder continues to meet the Title 14 CFR part 142 requirements specified for certification unless sooner suspended, surrendered, amended or revoked.

Print Date: 8/21/2002

A001-1
Anywhere USA Contract Training Corporation

CERTIFICATE NO.: AUAX678L

FIGURE 149-5
SAMPLE OPERATION SPECIFICATION A001 -- Continued

U.S. Department
of Transportation
Federal Aviation
Administration

Operations Specifications

-
1. Issued by the Federal Aviation Administration.
 2. These Operations Specifications are approved by direction of the Administrator.

Inspector, One G.
Principal Operations Inspector

3. Date Approval is effective: 3/13/01 Amendment Number: 0
4. I hereby accept and receive the Operations Specifications in this paragraph.

I. M. Ahoot

Chief Pilot Training

Date:

Print Date: 8/21/2002

A001-2
Anywhere USA Contract Training Corporation

CERTIFICATE NO.: AUAX678L

FIGURE 149-5
SAMPLE OPERATION SPECIFICATION A003 -- Continued

U.S. Department
of Transportation
Federal Aviation
Administration

Operations Specifications

A003. Airplane/Aircraft Authorization

HQ Control: 6/2/98
HQ Revision: 000

a. The certificate holder is authorized to conduct training, testing, and/or checking, as authorized in their approved training program, in the following certificate-holder-owned or leased aircraft:

Registration #	Aircraft M/M/S	Owned or Leased
N49TT	CE-500-560	Leased

b. The certificate holder is authorized to conduct training, testing, and/or checking, as authorized in their approved training program, in the following aircraft that are registered to, and maintained by a certificated air carrier:

Aircraft M/M/S	Air Carrier

c. The certificate holder is authorized to conduct training, testing, and/or checking, as authorized in their approved training program, in the following aircraft that are in the pre-registration phase of production:

Aircraft M/M/S	Manufacturer

d. Prior to conducting training, testing, and/or checking, as authorized in their approved training program, in a customer-owned or furnished aircraft, the certificate holder shall obtain authorization from the Training Center Program Manager on a case by case basis.

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.

Barker, Mary L.

Principal Operations Inspector

EA29

3. Date Approval is effective: 11/15/01

Amendment Number: 3

4. I hereby accept and receive the Operations Specifications in this paragraph.

Richard Deuve

Learning Center Manager

Date: 11/15/01

Print Date: 8/21/2002

A003-1
FLIGHT SAFETY INTERNATIONAL

Certificate No.: F2NW486K

FIGURE 149-5
SAMPLE OPERATION SPECIFICATION A015 -- Continued

U.S. Department
of Transportation
Federal Aviation
Administration

Operations Specifications

A015. Flight Simulators Authorization

HQ Control: 6/2/98
HQ Revision: 000

a. The certificate holder is authorized to conduct training, testing, and/or checking, as authorized in the approved training program, in the following flight simulators controlled and/or maintained by the certificate holder:

M/M/S	Sim Level	FAA ID #	Operator's ID #	Location	Remarks
B-737-200	C	0143	NA	CLT	
B-737-200	C	0186	NA	PIT	
B-737-3B7	C	0303	NA	PIT	
B-737-300	C	0247	NA	PIT	
B-737-300	C	0178	NA	CLT	
F100	C	0260	NA	PIT	
DC9-30	C	0189	NA	PIT	
DC9-80	C	0122	NA	PIT	
B727-200	C	0208	NA	PIT	
A320	D	0598	NA	CLT	
A320	D	0613	NA	CLT	
A320	D	0631	NA	CLT	
A330	D	0643	NA	CLT	
B757	C	0060	NA	PIT	

b. The certificate holder is authorized conduct training, testing, and/or checking, as authorized in the approved training program, in the following flight simulators at remote training site(s):

M/M/S	Sim Level	FAA ID #	Operator Designator	Location	Remarks

Print Date: 8/21/2002

A015-1
US Airways Contract Training and Services

Certificate No.: USAX370K

FIGURE 149-5
SAMPLE OPERATION SPECIFICATION A015 -- Continued

U.S. Department
of Transportation
Federal Aviation
Administration

Operations Specifications

1. Issued by the Federal Aviation Administration.
2. These Operations Specifications are approved by direction of the Administrator.

DIGITALLY FAA SIGNED 3/8/02 9:41:49 AM

Watson, Bryan L
Principal Operations Inspector

3. Date Approval is effective: 03/08/2002 Amendment Number: 3
4. I hereby accept and receive the Operations Specifications in this paragraph.

Date:

Print Date: 8/21/2002

A015-2
US Airways Contract Training and Services

Certificate No.: USAX370K

FIGURE 149-6 TRAINING SPECIFICATIONS PREPARATION PROCESS

STANDARD TRAINING SPECIFICATIONS. The Training Specifications are now divided into four basic sections, with the sections titled to parallel similar groupings for OpSpecs:

Part A - General; Includes the issuance and applicability, definitions, authorizations and limitations summary, exemptions and deviations, flight training equipment and training location authorizations, and personnel listings.

Part B - Training Authorizations, Limitations, and Procedures; Includes the approved curricula listings for individual airmen and air operators, special training programs and training agreements.

Part C - Airplane Terminal Instrument Procedures and Airport Authorizations and Limitations. At this time this section only contains approved circling approach authorizations for specified simulators.

Part D - Maintenance Requirements, Limitations, and Procedures; Includes flight training equipment maintenance and records requirements, Minimum Equipment List, and Simulator Component Inoperative Guide (SCIG) authorizations.

A. Inspection requirements outlined in Phase Four of the certification process should be completed before issuing the Training Specifications. Training curricula should be reviewed to ensure that required training for the areas of operation and associated tasks are addressed.

(1) Curricula that use only simulation for initial qualification in an aircraft and that lead to issuance of an initial pilot certificate, or the addition of a type rating to an existing certificate, should include at least 15 planned hours of flight training and practice using Level C or Level D simulators. The planned hours of instruction shall exclude line-oriented flight training (LOFT), except for the time the applicant is the pilot at the controls, and the practical test. The field office having responsibility for the certificate holder's training center may approve a different number of hours based on various levels of applicant experience. An example of this might include an applicant who holds a U.S. Airline Transport Pilot certificate and who is currently flying the specific aircraft for a foreign operator. Conversely, an applicant with minimal flight experience wishing to add a type rating for an Airbus A-320 to a Commercial Pilot Certificate may find it necessary for a substantial amount of additional training time.

(2) The curriculum must contain a LOFT period for each applicant using a Level C or Level D simulator to gain a certificate or an added rating, unless an aircraft is to be used for all or part of the practical test of the applicant. The time spent by the applicant actually manipulating the controls from the Pilot-in-Command (PIC) seat during this LOFT may be a part of the minimum planned hours.

(3) There is no requirement for an applicant to complete or attempt a practical test before completing LOFT in an appropriate level simulator.

(4) An applicant may accomplish the preflight inspection requirement using an approved pictorial means, but it must be accomplished in a static airplane if any other portion of the practical test is required to be accomplished in an airplane.

B. Title 14 CFR sections 142.47 and 142.53 contain the qualification and training requirements for instructors. Observation of flight instructors at training centers is required on an annual basis. Title 14 CFR sections 121.414(a)(2) and 135.340(a)(2) require an observation by the operator on a biennial basis of each instructor conducting a representative segment of the operator's approved training program. These observation requirements are similar to those required under 14 CFR part 142.

(1) An observation by an FAA inspector of an instructor conducting a segment of one program conducted will meet the observation requirement for all courses for which that instructor is approved to conduct. The requirements were intended for individuals instructing in a flight simulator and/or an aircraft. Unless specifically addressed or referenced to all instructors, the training requirements were not intended to include those individuals who would be instructing in ground school subjects such as aircraft systems or meteorology.

FIGURE 149-6
TRAINING SPECIFICATIONS PREPARATION PROCESS -- Continued

(2) An aeronautical engineer or an aircraft mechanic, for example, who does not meet the pilot experience requirements to be a flight instructor can teach the ground school segments appropriate to their experience and ability. Ground school instructors who conduct systems integration or cockpit procedures trainer (CPT) sessions in ground or flight training devices where credit for flight training is not given, should receive the applicable portions of the flight instructor training that is applicable to their duties. While not required, periodic observation of ground instructors is considered highly desirable.

C. Flight Training Equipment Requirements. Flight training equipment maintenance procedures and practices should be reviewed with particular emphasis on reliability and the effect of inoperative equipment components on the training program. If the training center uses aircraft for training, the appropriate Minimum Equipment List authorization should be considered. If the training center does not choose to develop a SCIG, the maintenance practices should be closely observed. Consideration should be given to obtaining oversight support from airworthiness or avionics inspector resources. Training, testing, and checking that involve the use of a specific flight simulator or flight training device (FTD) component that is inoperative, malfunctioning, or missing should not be authorized. The use of the simulator for other training and testing for which it has been previously qualified and approved will continue to be authorized. The authorization to use a simulator with an inoperative, malfunctioning, or missing component will be valid for a period not to exceed 4 months unless an extension is coordinated and approved by both TCPM and the National Simulator Program Manager (NSPM).

NONSTANDARD TRAINING SPECIFICATIONS OPSS.

A. Guidance. Occasionally, a situation may occur in which it becomes necessary to issue a training center a Training Specification that is nonstandard because of a unique situation not provided for in the standard Training Specification.

(1) In cases when a nonstandard Training Specification is more restrictive than the standard Training Specifications, justifiable reason must exist, since the training center could be placed at a competitive disadvantage.

(2) Under special circumstances, General Aviation and Commercial Division, AFS-800, will allow the issuance of less restrictive nonstandard Training Specifications. Again, justifiable reason must exist, and the issuance will only be in situations unique to the training center.

B. Reference. Nonstandard Training Specifications are not to be used as an alternative to the waiver or deviation procedures outlined in Order 8400.10, Air Transportation Operations Inspector's Handbook, volume 1, chapter 4, or the exemption process contained in 14 CFR part 11. However, a waiver, deviation, or exemption may necessitate the issuance of nonstandard Training Specifications. The process for obtaining nonstandard Training Specifications has been included in development of the OPSS.

C. Pending release of the automated OPSS program, TCPM should obtain copies of the boilerplates and use them to develop Training Specifications applicable to their training centers. When it is necessary to request a nonstandard Training Specifications, the operator and TCPM must follow the procedures outlined herein. In addition, inspectors should bring this information to the attention of the training center.

D. Once a Training Specifications is issued, the TCPM shall make a PTRS entry to record the actions directed by issuance of nonstandard Training Specifications. The PTRS entry shall be listed as activity code number 1396 and the national use field entry should be HBGA9812. TCPM should use the comments section to record comments of interaction with the operators.

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